



VCAA ASSESSMENT ONLINE

TEACHER TRAINING GUIDE



TABLE OF CONTENTS

SECTION 1 - INTRODUCTION	1
1.1 Overview	1
1.2 Help.....	2
SECTION 2 – THE CENTRAL SERVER.....	4
2.1 Logging On	4
2.2 Searching for Tests	5
2.3 Previewing Linear Tests.....	7
2.4 Printing a Preview of Linear Tests	8
2.5 'Preview as PDF' for Linear Tests.....	8
2.6 Downloading Test	9
2.7 Previewing Adaptive Tests.....	10
SECTION 3 – THE SCHOOL SERVER (PART 1)	11
THE SCHOOL ADMINISTRATOR ROLE	11
3.1 Importing Student Details.....	11
3.1.1 Government Schools	11
3.1.2 Non-Government Schools.....	13
3.2 Creating Users	19
3.3 Resetting Users	21
SECTION 4 – THE SCHOOL SERVER (PART 2)	24
THE TEACHER ROLE.....	24
4.1 Logging On	24
4.2 Creating a Test Session.....	25
4.3 Logging into a test.....	28
4.4 Completing a Linear Test.....	30
4.5 Completing an Adaptive Test.....	30
4.6 Interrupting a test.....	31
4.7 Generating Reports.....	32

Section 1

Introduction

1.1 Overview

The On Demand Testing program uses software developed by the Victorian Curriculum and Assessment Authority (VCAA). This software is referred to as *VCAA Assessment Online*.

There are two components to the VCAA Assessment Online application – the **Central Server** and the **School Server** (see Figure 1.1).

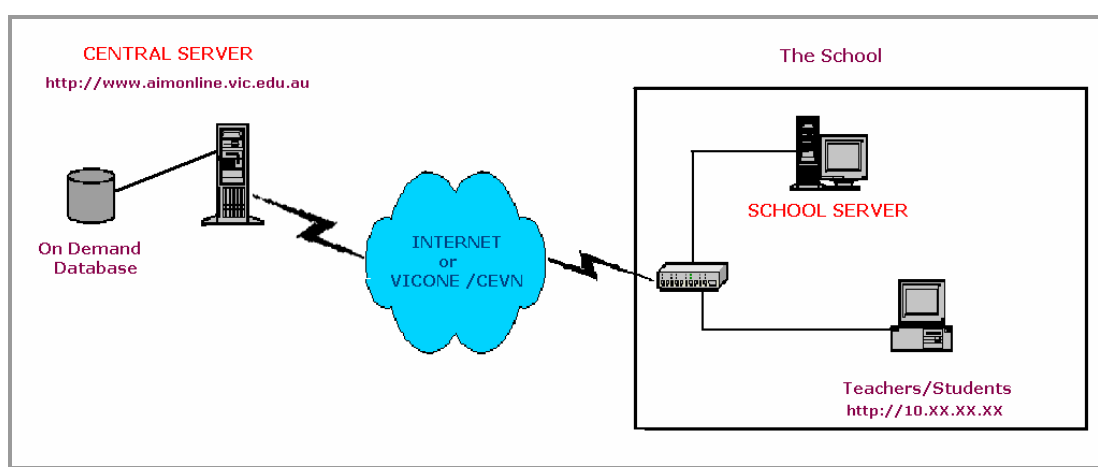


Figure 1.1 VCAA Assessment Online

THE CENTRAL SERVER

The Central Server is essentially a database that stores all public questions and tests the VCAA has created for the On Demand Testing program. The Central Server is available via the internet and can be accessed from the following web address: <http://www.aimonline.vic.edu.au>

Each school is provided with a unique username and password for the Central Server site from where they can search, preview and download tests to their school. Contact the VCAA help desk (see page 3) if you do not have the appropriate login for this site.

THE SCHOOL SERVER

The School Server is the other component of VCAA Assessment Online. The school is required to install software on a compatible server at the school. This software is supplied free by the VCAA. In government schools, this software is installed on the CASES21 server. Once this software has been installed and configured, schools can download tests from the Central Server. The School Server must be set up in order to receive downloaded tests from the Central Server.

The School Server operates on the school's local network and relies on the internet only for downloading tests from the Central Server. Once the software is installed and configured, a dedicated website address is used to enable all users (Teachers and Students) to access the application within the school's network via an Internet Explorer browser. This is the School Server homepage. The address for the School Server is unique in each school but will consist of four groups of digits, such as, <http://123.45.67.89> (NB: this is just an example).

Teacher and students access the School Server application and sit the tests within the school's local area network (LAN) and do not rely on the internet during this time. In government schools, the School Server is accessible from the curriculum network even though the server resides on the CASES server on the administration network.

Tests that are downloaded remain permanently on the School Server. You will need to import student details and create user accounts for other teachers at your school before you start testing online. This is covered in *Section 3 - The School Administrator Role*.

Setting up test sessions, sitting tests and viewing reports is covered in *Section 4 – The Teacher Role*. All test results and student information is stored locally on the School Server.

1.2 Help

ONLINE HELP is available from both the Central Server and the School Server. A Help link can be found on all pages in the top right hand corner of the screen (see Figure 1.2).

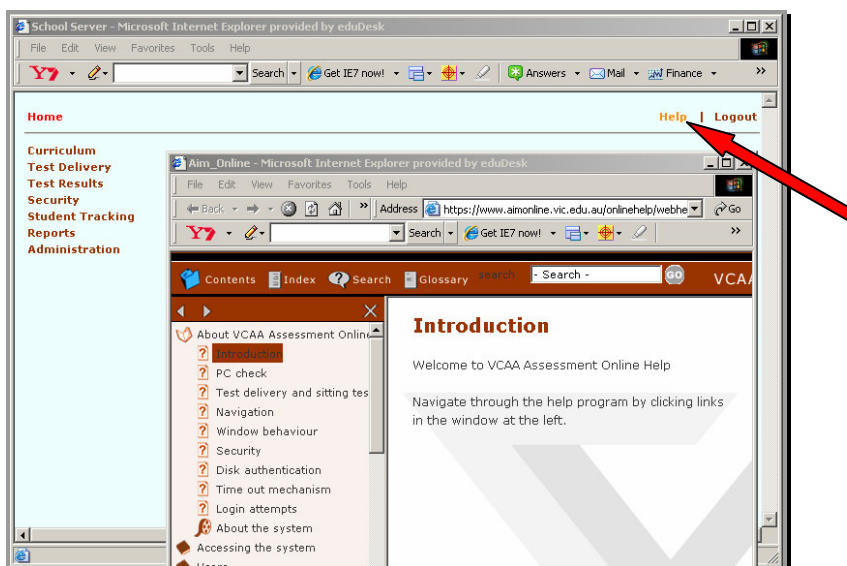


Figure 1.2 Online Help

The online help covers all functionality and includes some interactive videos. It is the best place to go if you forget how to do a particular task or you want to investigate other features and functionality.

The **VCAA ASSESSMENT ONLINE USER MANUAL FOR SCHOOLS** is a comprehensive user manual that covers all aspects of the application and system, including function and features used internally by the VCAA.

Schools should be aware that the User Manual was produced in 2004 and therefore includes references to CSF. Whilst the main functions used by schools have not altered, addendums are available to cover new features, including new reports and the 'Sync with CASES' feature used by government schools.

The **HELP DESK** - The Victorian Curriculum and Assessment Authority (VCAA) has established a help desk for schools that can be accessed using a freecall telephone service or by email.

- The help desk operates from 8:30 am to 5:00 pm each business day.
- The telephone number is **1800 623 681**.
- The email is aim.support@edumail.vic.gov.au

Section 2

The Central Server

2.1 Logging On

The VCAA Assessment Online Central Server is where School Administrators and Teachers can go to search, preview and download On Demand Tests. The Central Server is accessed via the internet. Each school is supplied with a unique User ID and Password for the Central Server.

- 1 Open Internet Explorer.
- 2 Enter <http://www.aimonline.vic.edu.au> in the Address field and press the <Enter> key. The VCAA Assessment Online Central Server homepage will appear (see Figure 2.1).

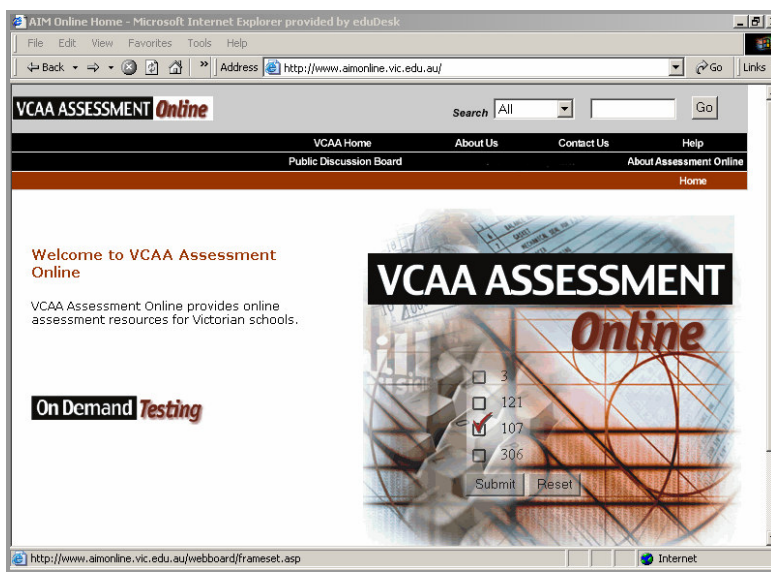


Figure 2.1 VCAA Assessment Online homepage

- 3 Left click on the **On Demand Testing** link on this page to get to the homepage for the On Demand program (see Figure 2.2).



Figure 2.2 On Demand homepage

- 4 Left click on the link for the **On Demand Testing Login** link under *Teachers and Administrators* and the Login window will appear (see Figure 2.3).

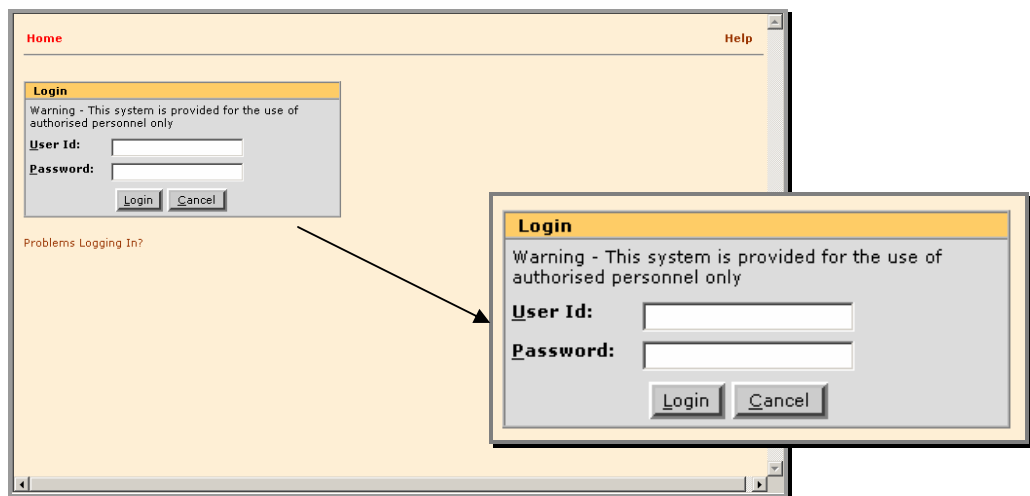


Figure 2.3 Login window

- 5 Enter the User ID and Password supplied by the VCAA and left click on the **[Login]** button. *(Please Note: Passwords are case sensitive.)* This will take you to the Home menu (see Figure 2.4).

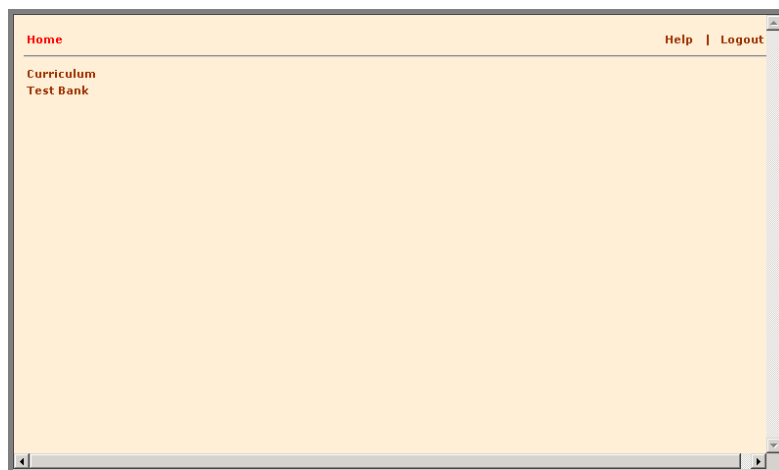


Figure 2.4 Central Server Home menu

2.2 Searching for Tests

- 6 From the **Home** menu, select **Test Bank**, then **Download Test** and then **Public**. The **Download Test Search** window will appear (see Figure 2.5).

Figure 2.5 Download Test Search window

From the **Download Test Search** window you can narrow down your search by:

- Selecting a **Domain** menu, and/or
- Selecting or entering other criteria in the **Search Criteria** section, such as, Year Level or Test Flow (adaptive or linear).

- 7 Select '**Linear**' from the '**Test Flow**' drop-down field in the **Search Criteria** and left click on the **[Search]** button. A **Search Result** list will appear with a list of tests (see Figure 2.6).

Test Number	Description	Test Flow	Pool	Domain	VCAA Test	Author First Name	Surname	Source	Year Level	Testing Period From
2021	Mathematics 103: Number, Year 5/6	Linear	Public	Mathematics	<input checked="" type="checkbox"/>	vcaa	vcaa	VCAA	06	01/06/2005
2022	Mathematics 104: Number, Year 5/6	Linear	Public	Mathematics	<input checked="" type="checkbox"/>	vcaa	vcaa	VCAA	06	01/06/2005
2023	Mathematics 105: Number, Year 5/6	Linear	Public	Mathematics	<input checked="" type="checkbox"/>	vcaa	vcaa	VCAA	06	01/06/2005
2025	Mathematics 107: Number, Year 5/6	Linear	Public	Mathematics	<input checked="" type="checkbox"/>	vcaa	vcaa	VCAA	06	01/06/2005

Figure 2.6 Test Search Results list

Note: If no tests appear in the Search Result list, then there are no tests that match the criteria you have selected. Left click on the **[Reset]** button to start a new search.

2.3 Previewing Linear Tests

- 8 From the Search Result list, left click to highlight a linear test you wish to preview and then left click on the **[View]** button. The **Linear Test View** window will appear containing information about the tests you have selected (see Figure 2.7).

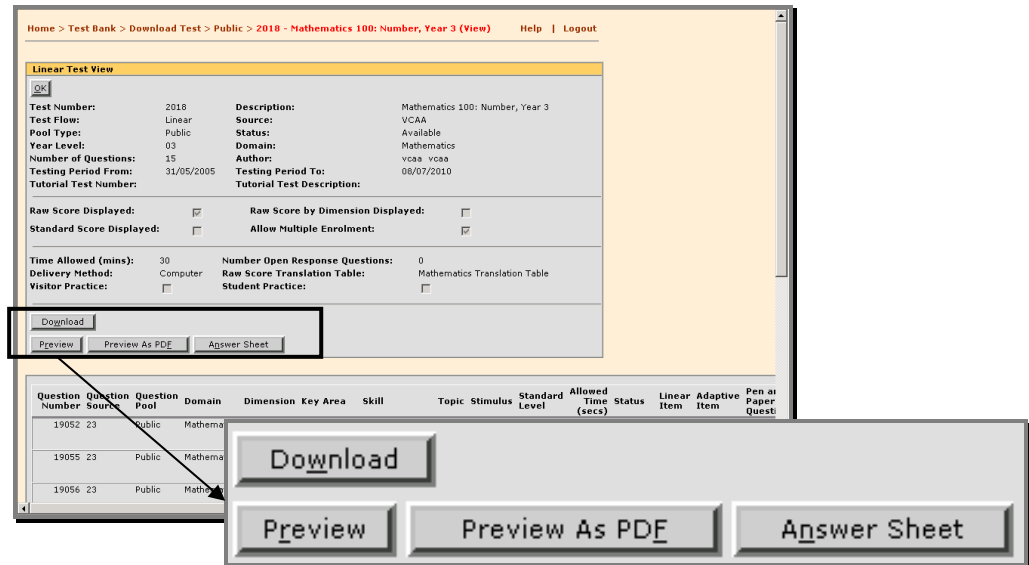


Figure 2.7 Linear Test View window

The Test View page contains information about the test you have selected.

- The **Linear Test View** will list details of all the questions contained within the test such as the skill and Standard level of the question.

- 9 Left click on the **[Preview]** button. This enables you to preview the actual questions that will be presented to the students when they sit the linear test (see Figure 2.8).

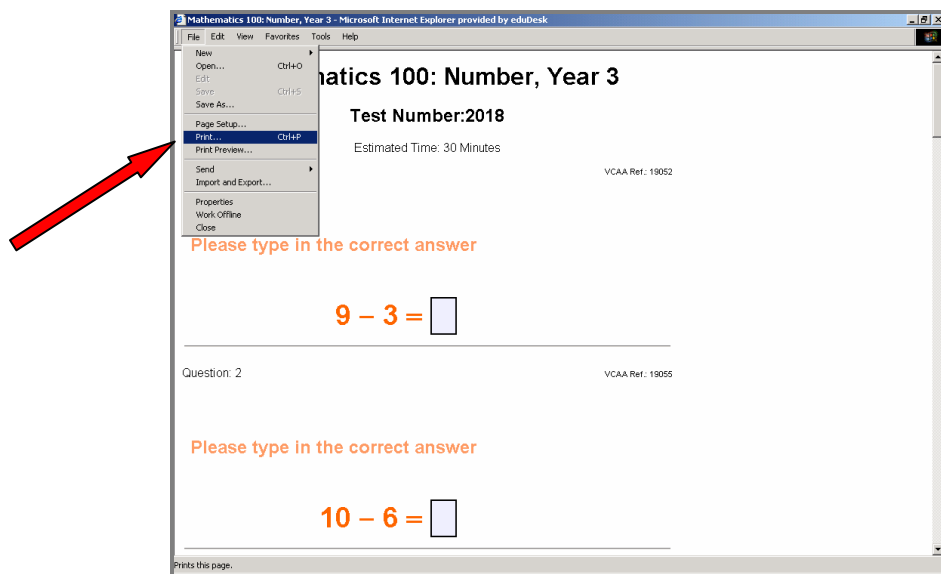


Figure 2.8 Preview of a linear test

2.4 Printing a Preview of Linear Tests

It is possible to print the preview of linear tests to store a hard copy reference. (Please note that Adaptive Tests can only be administered online and therefore cannot be printed.)

- 10 While in the preview mode, go to the **File** menu in the top left hand corner of your screen and select the **Print** option from the drop down menu (as shown in Figure 2.8).
- 11 This will open the Print dialogue box (see Figure 2.9).

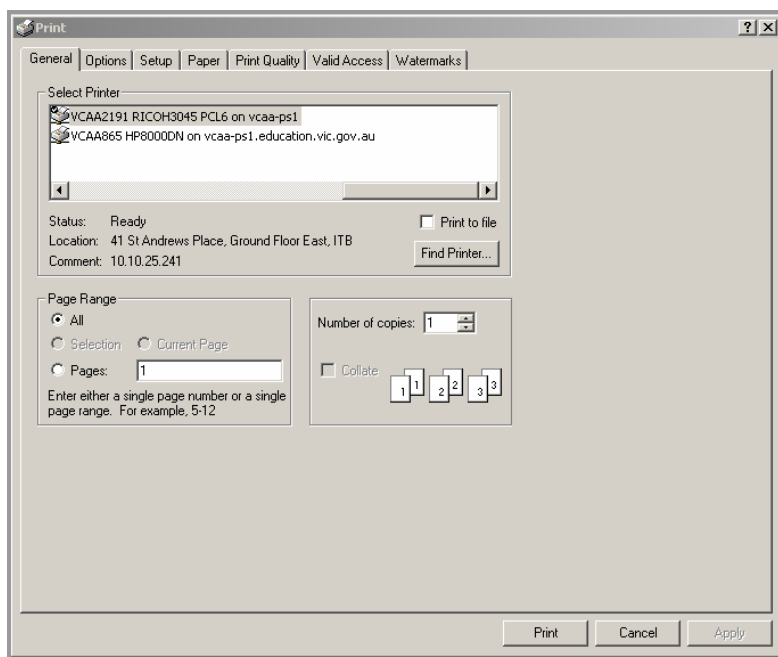


Figure 2.9 Print dialogue box

- 12 Select your printing requirements and the appropriate printer, and then left click on the **[Print]** button.
- 13 Scroll to the end of the *Test Preview* window and left click on the **[OK]** button at the bottom to close the window and be returned to the Linear Test View screen.
 - An **[Answer Sheet]** is also available from the **Linear Test View** window and can be printed in the same way (refer to Figure 2.7).

2.5 'Preview as PDF' for Linear Tests

*A PDF version of Linear tests can be generated via the **[Preview As PDF]** button. The PDF includes an answer sheet for teachers and a version of the test that can be administered in paper and pencil format. Linear PDF tests can be saved to your computer or printed out. (Please note that Adaptive Tests can only be administered online and therefore no PDF version is available.)*

- 14 Left click on the **[Preview As PDF]** button to open a PDF version of the test. The PDF version of the tests will open in a new window (see Figure 2.10).

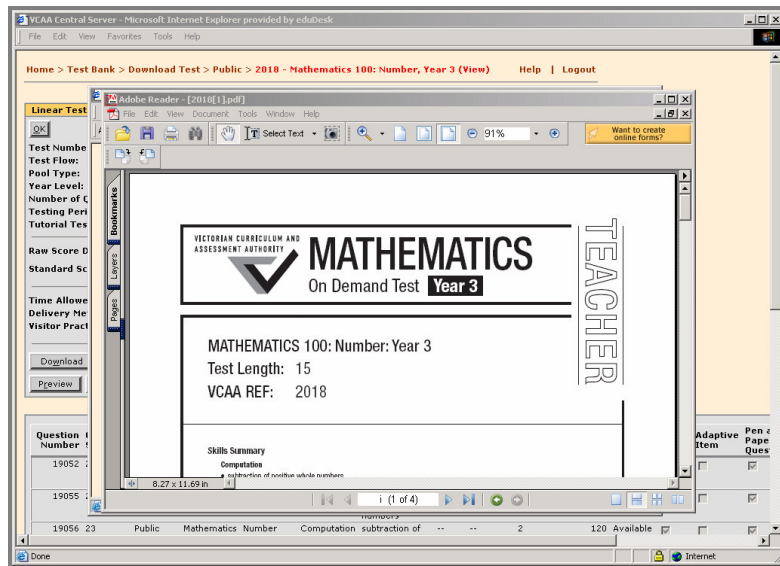


Figure 2.10 Preview As PDF window

- 15 If required, print the previewed test following steps 10 to 12 above. Alternatively you can save a copy through the **File** menu and select the **Save a Copy** option.
- 16 Close the PDF window and return to the Linear Test View screen.

2.6 Downloading a Test

- 17 To download the selected test, left click on the **[Download]** button from the Test View page.
- 18 A message box will appear to advise that the download has been successfully queued (see Figure 2.11). Left click on the **[OK]** button to close the message box.

- *The request for the download will be placed in a queue and the test will be downloaded to your school. This occurs in the background and you do not have to wait for the process to occur. You can proceed to search, view and download other tests.*

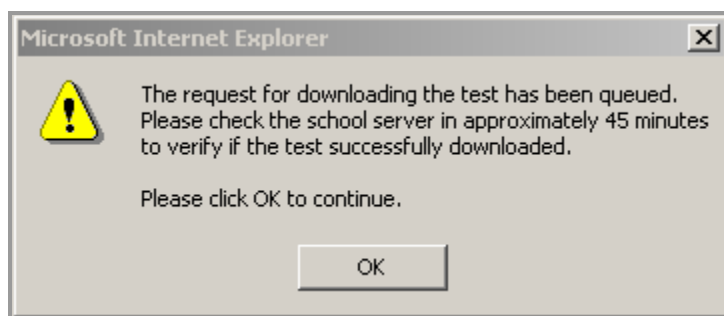


Figure 2.11 Message Box

- 19 From the Test View window (see Figure 2.12), left click on the **[OK]** button to return to the **Search Criteria** window and continue to search, view and download other tests.

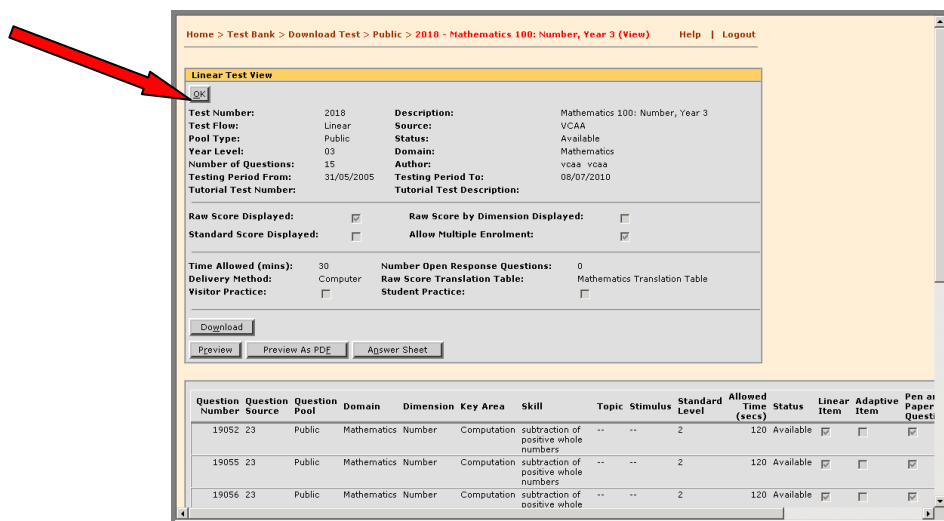


Figure 2.12 Sample Test View window

2.7 Previewing Adaptive Tests

- 20 From the Test Search window, search for an Adaptive test.
- 21 Select an Adaptive test from the Search Result list and left click on the **[View]** button. The **Adaptive Test View** window will appear containing information about the test you have selected (see Figure 2.13).

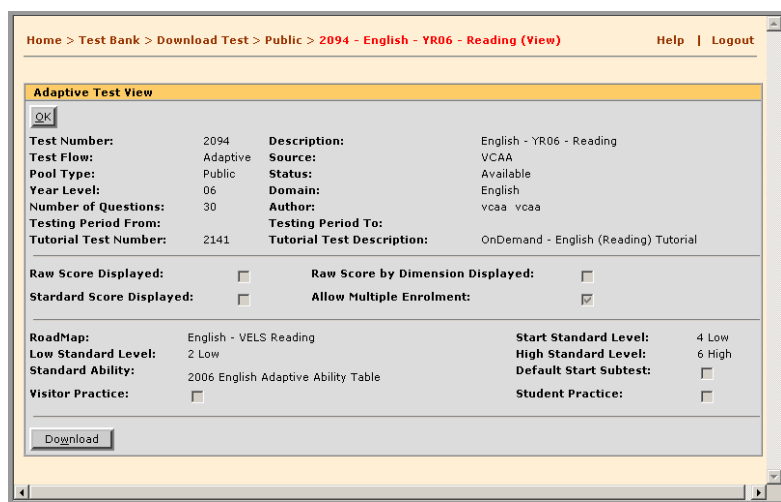


Figure 2.13 Adaptive Test View window

- The **Adaptive Test View** does not show details of the test questions. There is no option to preview any of the questions, so there is no preview button for these tests. Answer Sheets are also not available for Adaptive tests.

Section 3

The School Server (Part 1)

The School Administrator Role

The School Administrator Role has additional functions to the Teacher Role on the School Server. This includes importing and maintaining student details and managing users. It is recommended that schools have more than one School Administrator as this role is also able to reset users if required.

3.1 Importing Student Details

Instead of manually entering all student details individually, it is possible to import student details from other applications. Student details can be imported by the VCAA Assessment Online School Administrator.

For **Government Schools**, this can be done through the [**Sync From CASES...**] button.

For **Non-government Schools**, this is possible through the [**Import Students**] button. A file of student details in the correct format is required.

3.1.1 Government Schools

To synchronise student details from CASES:

1. Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 3.1).

For login instructions to the school sever, please refer to Section 4.1 of this guide.

The School Server IP address can be placed as a favourite or a link on the school's intranet for easy access by students and teachers.

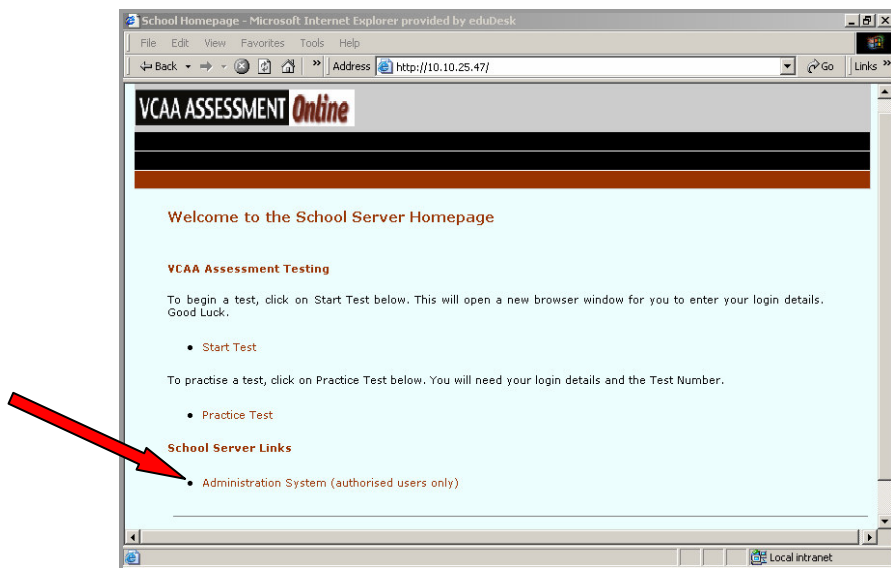


Figure 3.1 VCAA Assessment Online home page

- From the **Home** menu, select **Student Tracking** and then **School**. The **School Search** window will appear.
- Left click on the **[Search]** button to display the **School Search Result** list (see Figure 3.2).

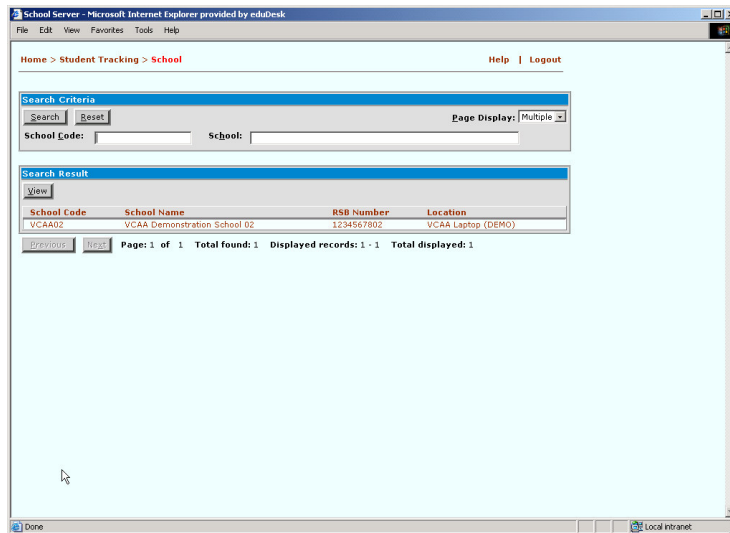


Figure 3.2 School Search window, with school details

- Left click to highlight and select from the **Search Result** list, and then left click on **[View]** button. The **School View** window will display data containing complete details for the selected school (see Figure 3.3). *Please contact the VCAA if these details are incorrect.*

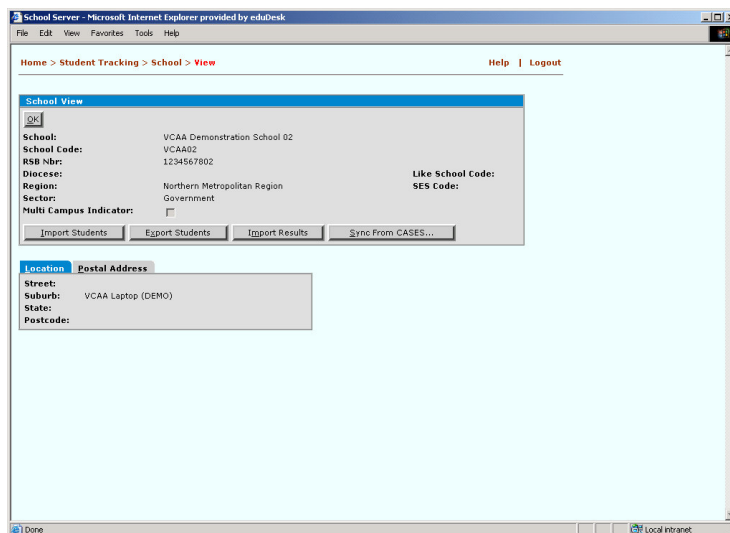


Figure 3.3 Sample School View window

- Left click on the **[Sync From CASES...]** button. The **Sync From CASES** window will appear (see Figure 3.4).

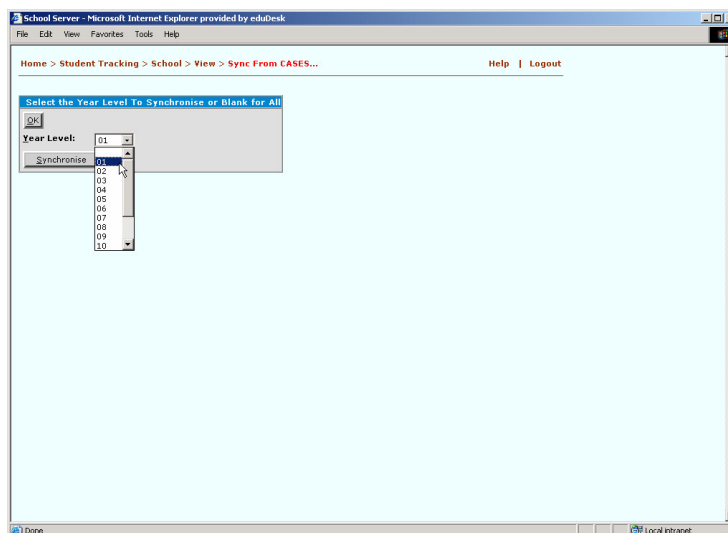


Figure 3.4 Sync From CASES window

6. From the **Year Level** selection box, select a specific year level to synchronise OR leave this field blank to synchronise all year levels at your school.
7. Left click on the [**Synchronise**] button. If the synchronisation is successful, a message will appear (see Figure 3.5).

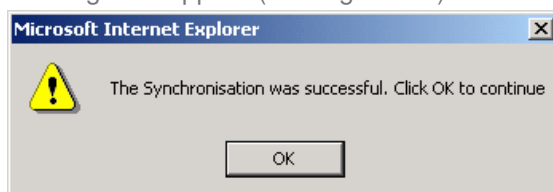


Figure 3.5 Message that will appear if synchronisation is successful.

8. Left click on [**OK**].

Note: To confirm that student details have been correctly imported, return to the **Student Tracking** menu, select **Student** and then perform a search on the imported student data. (See the 'Students' folder in the online help files or the User Manual Section 4.2.)

3.1.2 Non-Government Schools

Non-Government Schools will need to create a file containing student details as specified in the table on page 18. This file may be created by extracting student data from the school's administrative package. It is essential that the order and format of the data is correct. The file must be saved in comma delimited (CSV) format. A sample of a student import file is shown below in Figure 3.6.

Once the file has been created and saved in CSV format, you are ready to import.

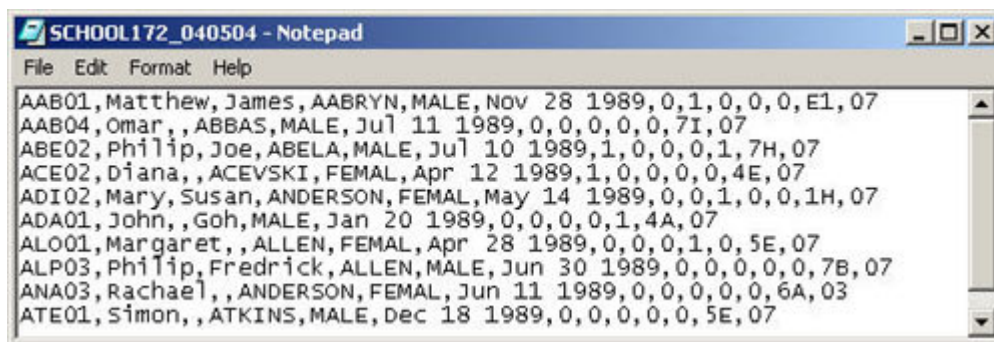


Figure 3.6 Sample Student Details Import file in the correct format

To import student details from other applications:

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 3.7).

The School Server IP address can be placed as a favourite or a link on the school's intranet for easy access by students and teachers.

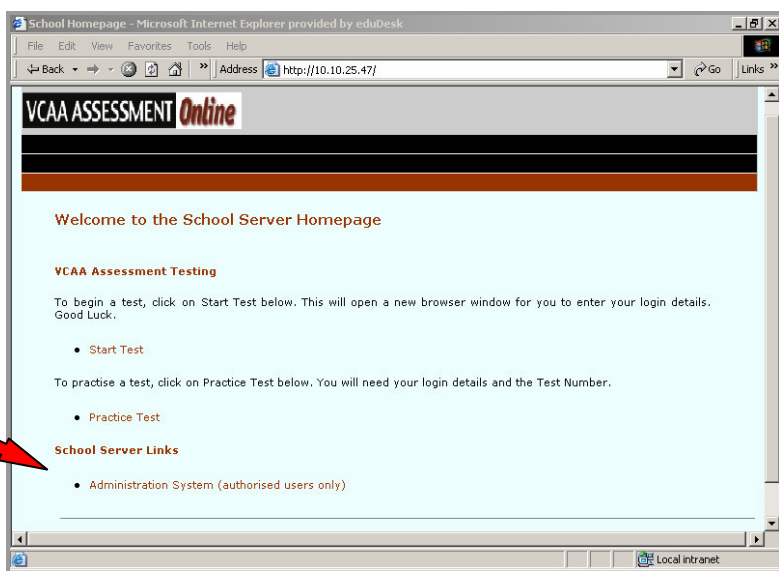


Figure 3.7 VCAA Assessment Online home page

- 2 From the **Home** menu, select **Student Tracking** and then **School**. The **School Search** window will appear.
- 3 Left click on the **[Search]** button to display the **School Search Result** list (see Figure 3.8).

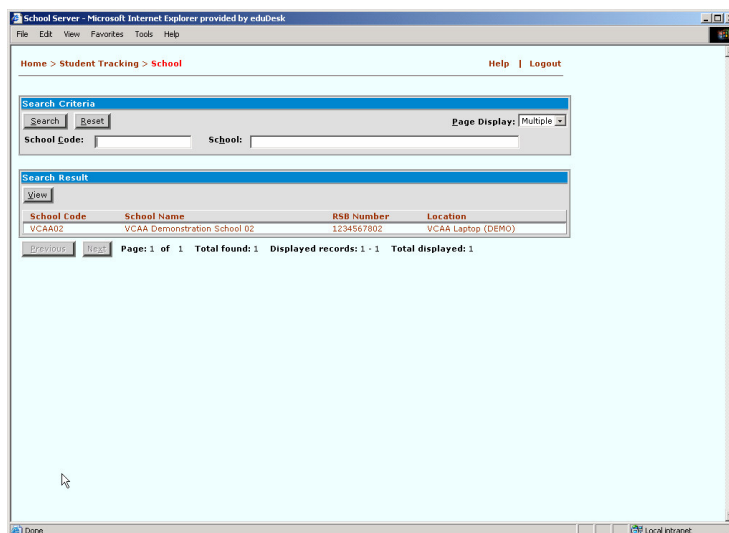


Figure 3.8 School Search window, with school details

- 4 Left click to highlight and select from the **Search Result** list, and then left click on **[View]** button. The **School View** window will display data containing complete details for the selected school (see Figure 3.9). *Please contact the VCAA if these details are incorrect.*

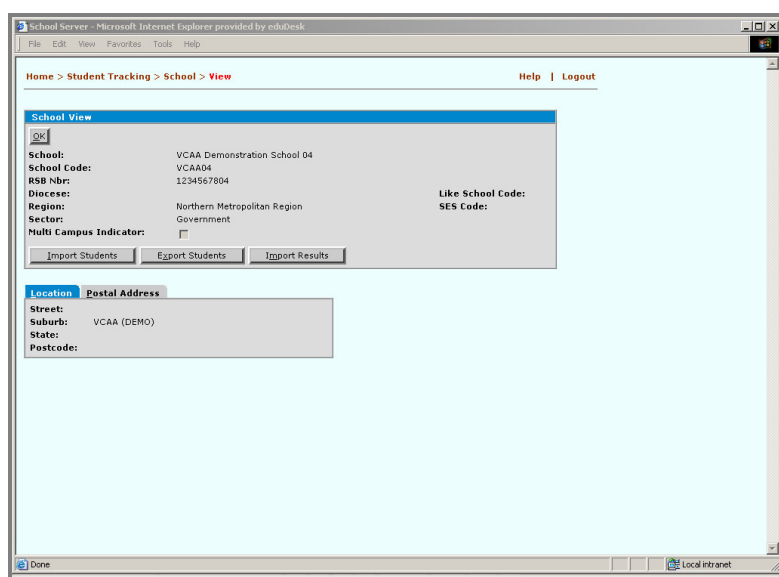


Figure 3.9 Sample School View window

- 5 Left click on the **[Import Students]** button. The **Import Students** window will be displayed (see Figure 3.10).

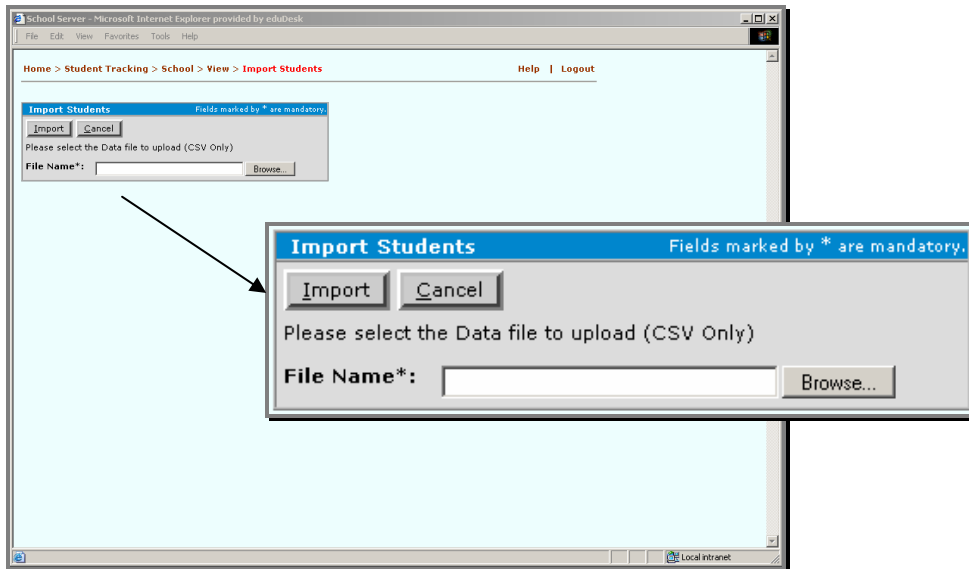


Figure 3.10 Sample School View window

- 6 Left click on the **[Browse...]** button. The **Choose File** window will appear (see Figure 3.11).

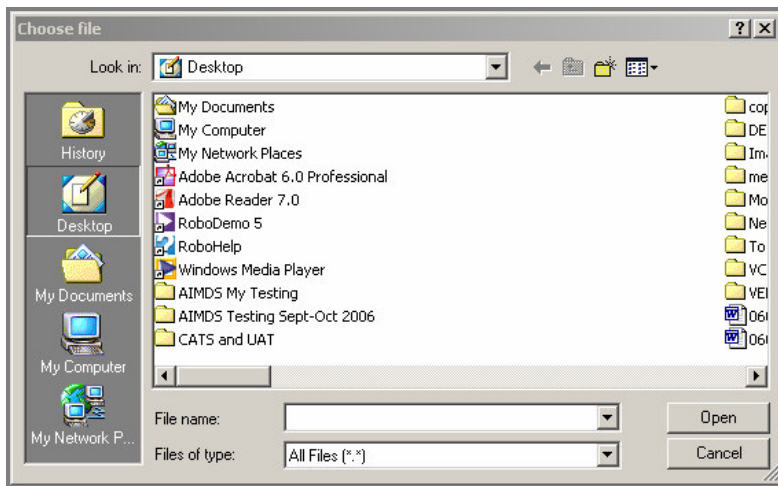


Figure 3.11 Choose file dialogue box

- 7 Locate and select the Student Import file and left click to **[Open]**.
- 8 Left click on the **[Import]** button. If the import is successful, the **School View** window will appear and the process will be complete. If the import is unsuccessful, the **File Download** dialogue box will appear (see Figure 3.12) and a log file will be produced describing the reason for the import failing.

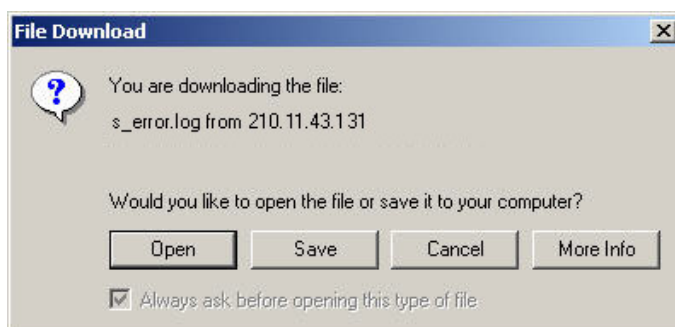


Figure 3.12 File Download dialogue box

- 9 Left click on the **[Open]** button. The log file will be opened. Figure 3.13 shows a sample error log file.

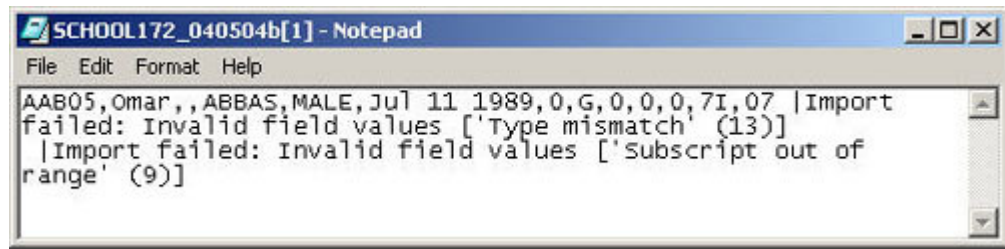


Figure 3.13 Sample error log file

- 10 Rectify errors in the student import file.

If Student Details Import fails, the file format may be wrong. Common reasons are:

- the file is not saved in comma delimited (CSV) format
- there are fields missing
- there are fields in the wrong order
- field lengths are wrong
- data formats of fields are wrong.

- 11 Re-try the Student Details Import process.

Note: To confirm that student details have been correctly imported, return to the **Student Tracking** menu, select **Student** and then perform a search on the imported student data. (See the 'Students' folder in the online help files or the User Manual Section 4.2.)

Format for Student Details Import file

Field	In the field...	Enter this information...	Mandatory?
1	Student Code	This is the unique student identifier	Yes
2	First Name	Student's first name	Yes
4	Middle Name	Student's middle name. If empty then you must still include the comma, e.g. John Anderson would be ,John,,Anderson,	No
3	Surname	Student's surname	Yes
4	Gender	MALE for male and FEMAL for females Will also accept M, MALE, F , FEMALE values	Yes
6	Date of Birth	Student's birth date in: MMM dd yyyy format, e.g. Apr 3 1994 Or dd/mm/yyyy format, e.g. 24/03/1994 (Ensure PC is in Australian or United Kingdom date setting to ensure date and month are not switched around inadvertently)	Yes
7	LBOTE Language Background Other Than English	1 if the student has a language background other than English, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
8	ATSI Aboriginal or Torres Strait Islander	1 if the student is an Aboriginal or Torres Strait Islander, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
9	Disability	1 if the student has a disability, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
10	EMA Education Maintenance Allowance	1 if the student is receiving the Education Maintenance Allowance, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
11	ESL English as a Second Language	1 if English is the student's second language, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
12	Home Group	Student's home group. If empty then you must still include the comma	No
14	Year Level	Can be as 7, 8, 9 etc or with leading zeros, i.e. 07, 08, 09 etc	Yes

3.2 Creating Users

When creating user accounts for teachers on the School Server, the Login ID must be unique. One suggestion is to use employee codes as this is something that teachers will easily remember. The password may be set as 'password' in the first instance and then teachers should be advised to change their password when they first log in.

Users can be assigned either a 'Teacher' role or a 'School Administrator' role or both as required. The School Administrator has additional administrative functions such as setting up and maintaining student details and other user accounts. It is advised that there are at least two School Administrators at a school.

For steps on **Editing, Disabling or Deleting Users** please refer to the relevant sections within the '*Online Help*' located in the '*Users*' folder or '*Chapter 4 of the VCAA Assessment Online User Manual*'.

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 3.14).

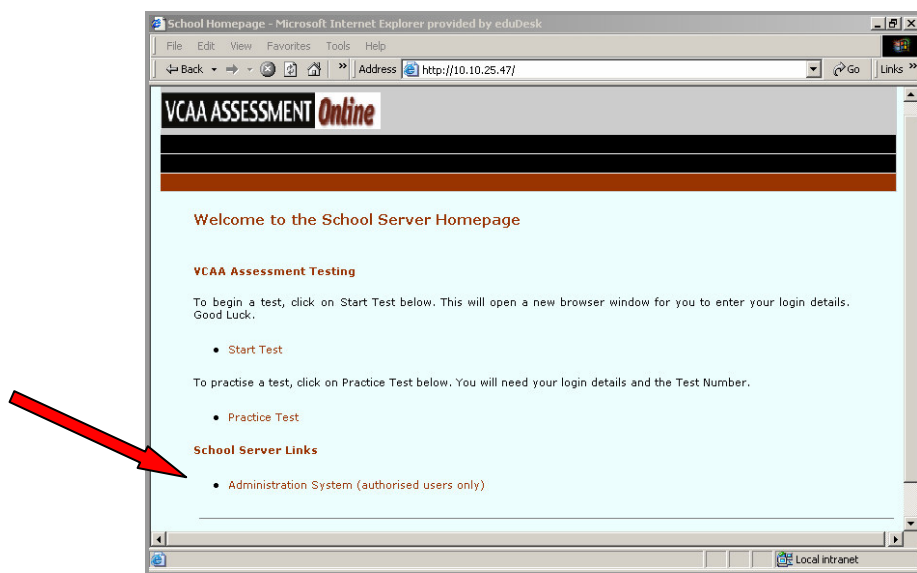


Figure 3.14 VCAA Assessment Online home page

- 2 From the **Home** menu, select **Security**, then select **Users**. A **Search** window will appear with a **[New]** button (see Figure 3.15).

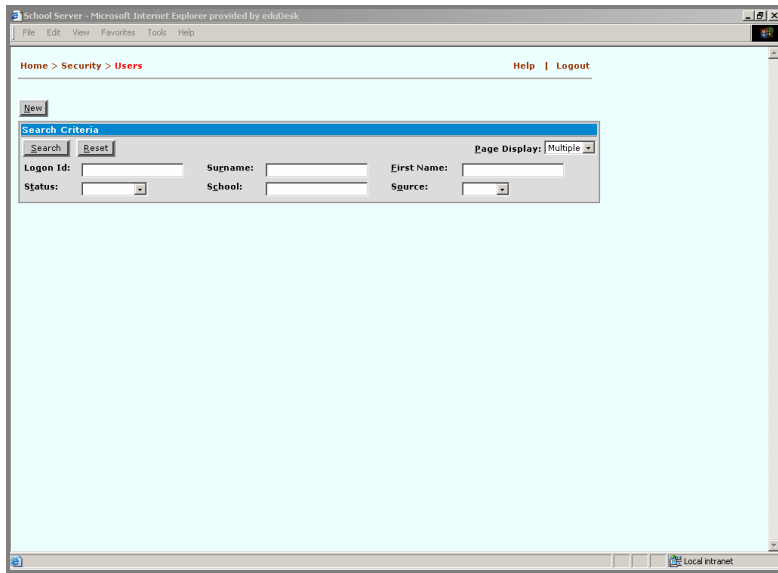



Figure 3.15 Users Search window

- 3 Left click on the **[New]** button. This will open the **User Edit** window (see Figure 3.16).

Figure 3.16 User Edit window

- 4 Enter the following information to create a new user.

Field...	Information...
Logon Id	User ID
First Name	User's first name
Middle Name	User's middle name (optional)
Surname	User's family name
Source	Always select 'School' from dropdown list

Password	User's password (mandatory when creating a user)
Confirm Password	User's password (mandatory when creating a user)
School	Click on the  button to open the School Search window. Click on the [Search] button to display and select your school.
Role	Click the Roles tab, then [Add] to enter roles. Multiple roles can be selected by clicking on the [Add] button again.

- 5 Left click on the **[OK]** button to return to the Users Search and Results window.
- 6 Perform a search from the User Search window to confirm that the user has been successfully created.
- 7 Notify the user of their account details and advise them to change their password when they log in.

3.3 Resetting Users

Reactivating a user allows the user to access the VCAA Assessment Online system after a period of not being authorised to, or if the user is locked out after exceeding the maximum number of login attempts. Note: As a security measure, the system allows three attempts at logging in before a user is deactivated.

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 3.17).

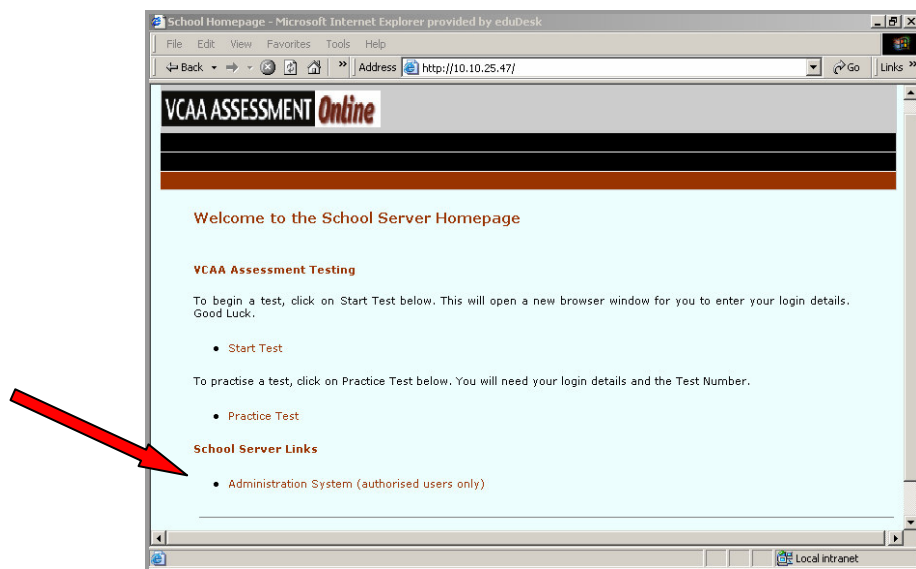


Figure 3.17 VCAA Assessment Online home page

- 2 From the **Home** menu, select **Security**, then select **Users**. A **Search** window will appear (see Figure 3.18).

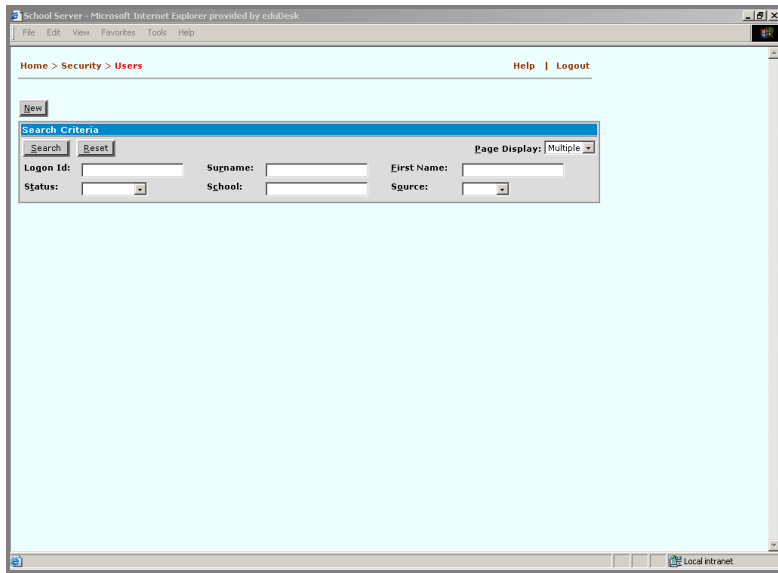


Figure 3.18 Users Search window

- 3 Enter details in the Search Criteria window and then left click on the **[Search]** button. This should display a result list of matches to your search criteria (see Figure 3.19). If the result list does not list the user you are searching for, left click on the **[Reset]** button and try the search again.

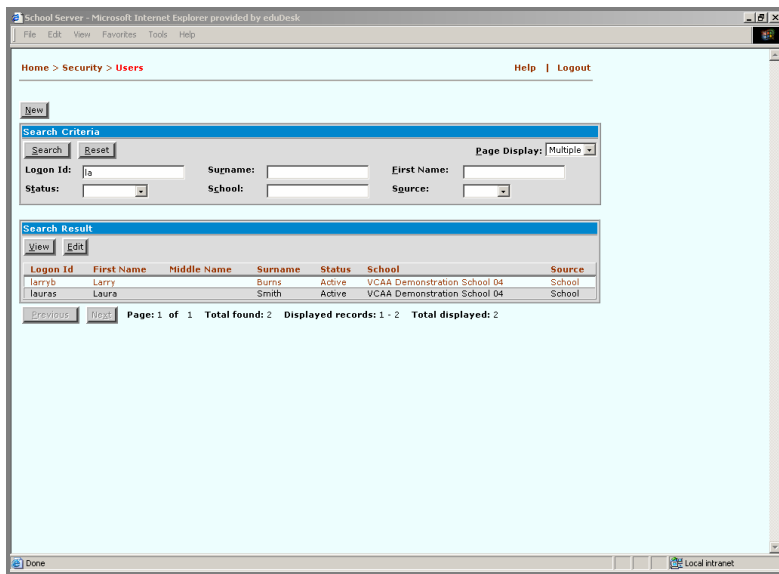


Figure 3.19 Users Search Result list

- 4 When you have located the user, select by clicking onto the row to highlight that user and left click on the **[View]** button (see Figure 3.19). This will display the **User View** window (see Figure 3.20).

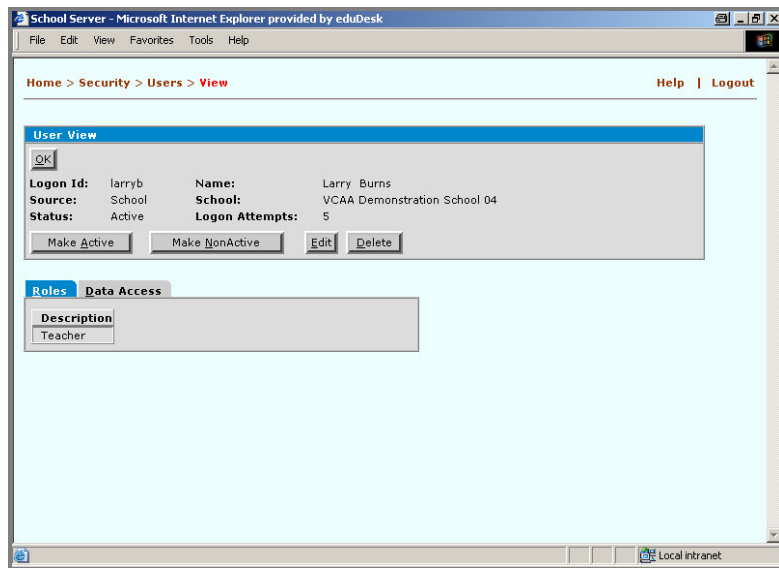


Figure 3.20 User View window.

- 5 You will note the number of **Logon Attempts** will be a number greater than 3. Left click on the **[Make Active]** button to reset the user (see Figure 3.20). The **Logon Attempts** will update to 0 and the user has been re-activated.

Section 4

The School Server (Part 2)

The Teacher Role

There are two main roles used by the On Demand Testing program. They are the Teacher role and the School Administrator role. The basic difference between the two is that the School Administrator has added functions, such as maintaining student data and users of the system. Both roles can set up test sessions and view reports on student test results. You may wish to allocate one or two users at the school with the School Administrator role and have all other users with the Teacher role.

4.1 Logging On

- 1 Open Internet Explorer.
- 2 Enter the School Server IP address in the Address field and press the <Enter>. The School Server home page will appear (see Figure 4.1).

The School Server IP address can be placed as a favourite or a link on the school's intranet for easy access by students and teachers.

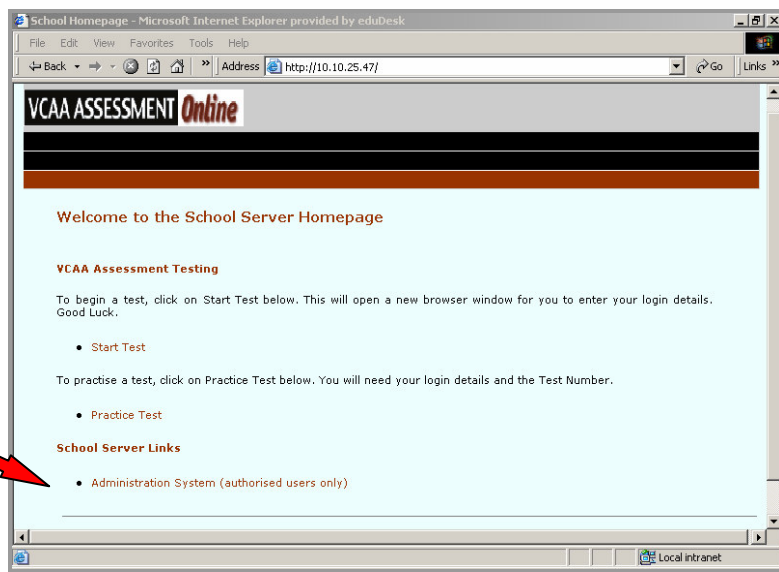


Figure 4.1 School Server homepage

- 3 Left click on the link for the **Administration System (authorised users only)** and the Login window will appear (see Figure 4.2).

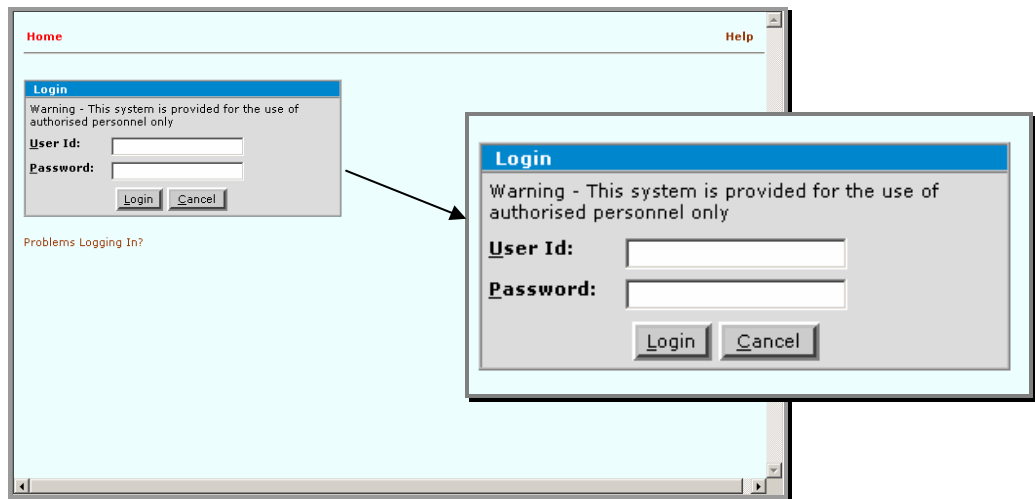


Figure 4.2 Login window

- 4 Enter the User ID and Password supplied, for accessing the Administration System, and left click on the **[Login]** button to display the **Home menu** (see Figure 4.3).

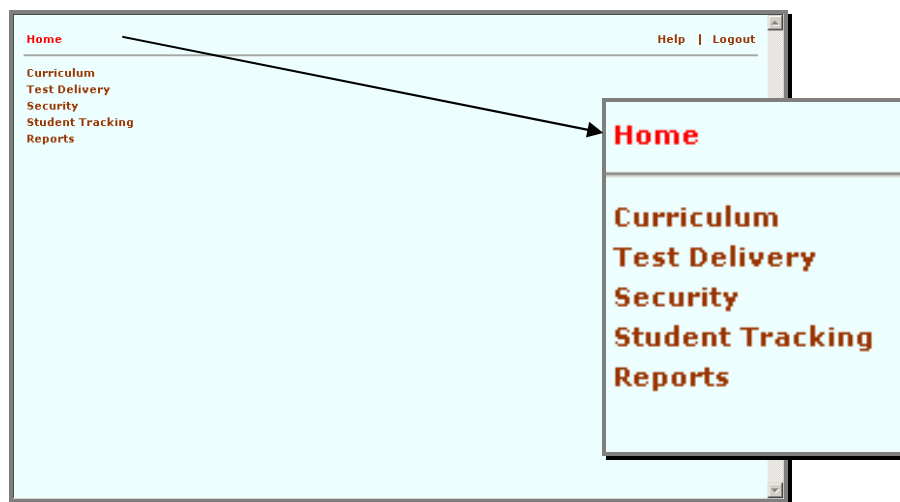
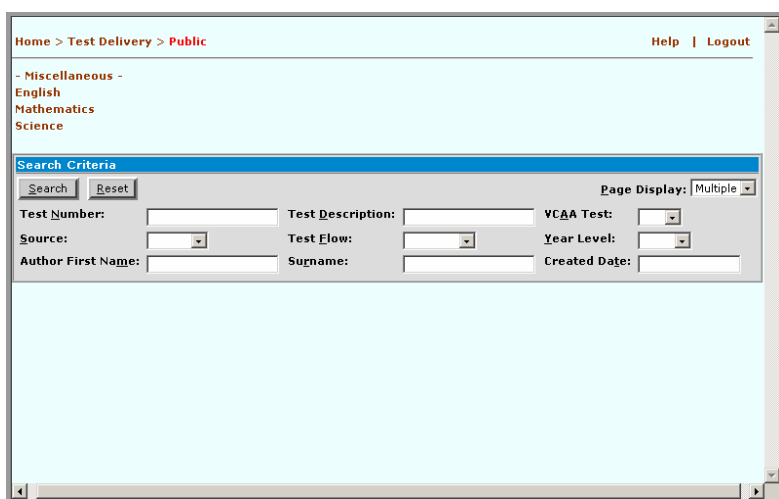


Figure 4.3 Home menu for the Teacher Role

4.2 Creating a Test Session

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link.
- 2 From the **Home** menu, select **Test Delivery**, then select **Public**. The **Test Search** window will appear (see Figure 4.4).



Home > Test Delivery > Public Help | Logout

- Miscellaneous -
English
Mathematics
Science

Search Criteria

Search Page Display: Multiple

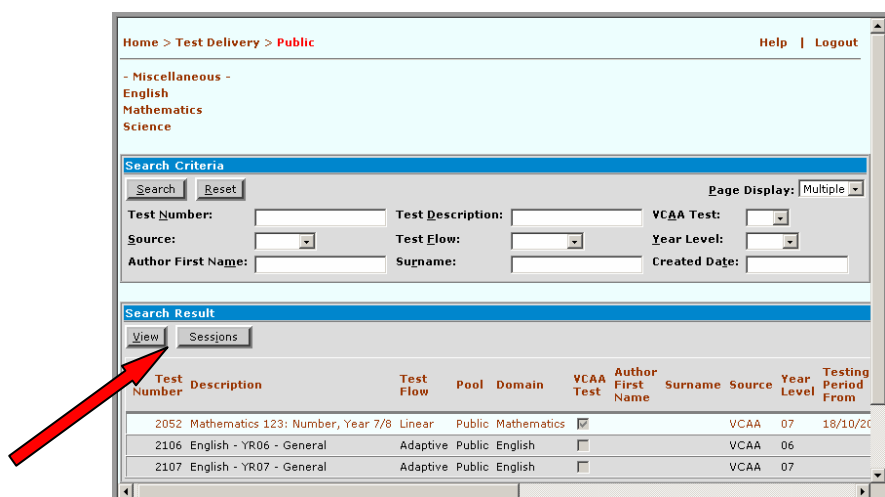
Test Number: Test Description: VCAA Test:

Source: Test Flow: Year Level:

Author First Name: Surname: Created Date:

Figure 4.4 Test Search window

- 3 From the **Test Search** window you can narrow down your search by:
 - a. Selecting a **Domain** menu, and/or
 - b. Selecting or entering other criteria in the **Selection Criteria** section, such as, Year Level or Test Flow.
- 4 When you have made a selection, left click on the **[Search]** button. A **Search Result list** will appear with a list of tests (see Figure 4.5).



Home > Test Delivery > Public Help | Logout

- Miscellaneous -
English
Mathematics
Science

Search Criteria

Search Page Display: Multiple

Test Number: Test Description: VCAA Test:

Source: Test Flow: Year Level:

Author First Name: Surname: Created Date:

Search Result

Test Number	Description	Test Flow	Pool	Domain	VCAA Test	Author First Name	Surname	Source	Year Level	Testing Period From
2052	Mathematics 123: Number, Year 7/8	Linear	Public	Mathematics	<input checked="" type="checkbox"/>			VCAA	07	18/10/20
2106	English - YR06 - General	Adaptive	Public	English	<input type="checkbox"/>			VCAA	06	
2107	English - YR07 - General	Adaptive	Public	English	<input type="checkbox"/>			VCAA	07	

Figure 4.5 Test Search Results list

*Note: If no tests appear in the Search Result list, then there are no tests that match the criteria you have selected. Left click on the **[Reset]** button to start a new search.*

If you do not select a domain or make a selection from the Selection Criteria section, then the Search Result list will display all tests that have been downloaded to the school server at your school.

- 5 From the Result List, left click to highlight the test you require and then left click on the **[Sessions]** button, as shown in Figure 4.5. A **Test Sessions Search** window will appear (see Figure 4.6).

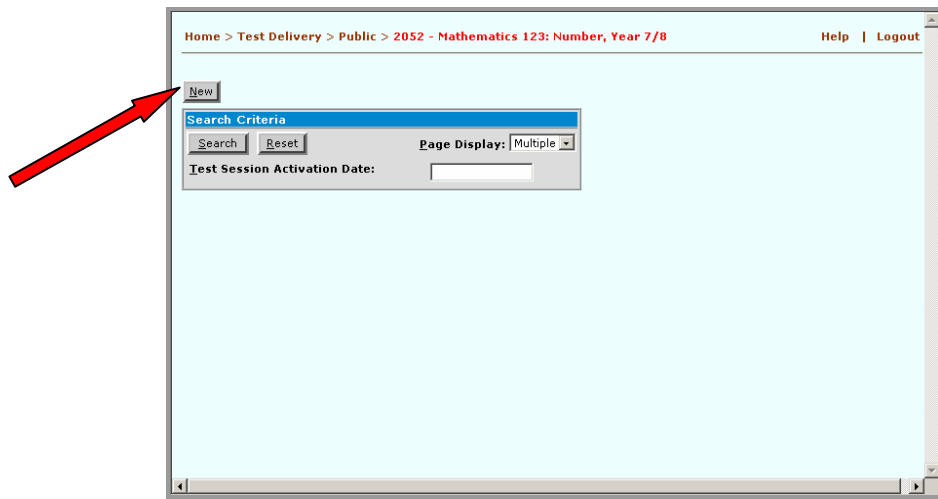


Figure 4.6 Test Sessions Search window

- 6 Left click on the **[New]** button as shown in Figure 4.6. The **Test Session Edit** window will appear (see Figure 4.7).

The **Activation Date*** and **Activation Time*** displayed in the Test Session Edit window will default to the current date and time. Edit this if desired, then enter the **Key Life (hrs)*** and click on the **[Apply]** button.

*For Linear tests only, **Test Session Length (mins)** should be entered to control how long the students will have for their test.*

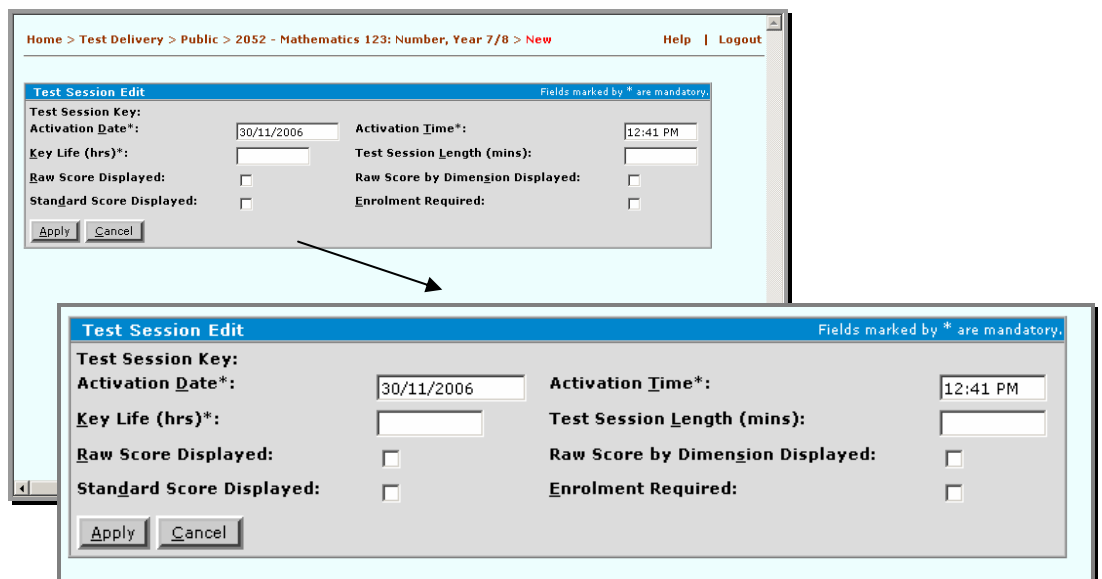


Figure 4.7 Test Session Edit window

- 7 Note down the session key displayed in the message box (see Figure 4.8) and left click on the **[OK]** button to close the message box. This session key is to be given to the students for logging into the test.

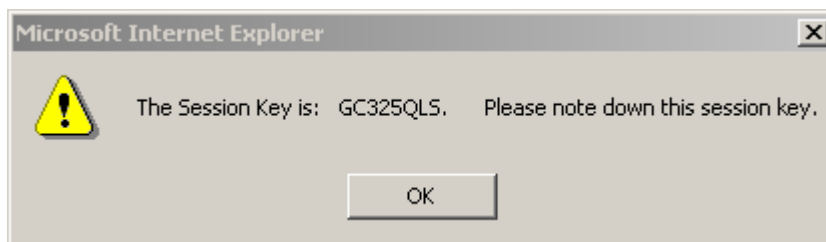


Figure 4.8 Message box

- 8 Left click on the **[Cancel]** button in the Test Session Edit window (see Figure 4.7) to return to the previous screen. You will be presented with a list of all Session Keys for this test including the one you have just created (see Figure 4.9).

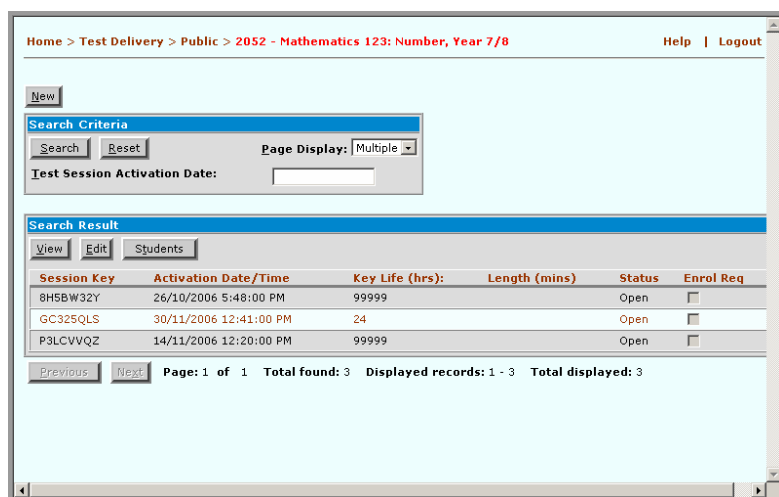


Figure 4.9 Session Key list

NOTE: Session Keys that have expired can be reactivated by editing the key life, date or time. This will replace the expired Session Key with a new one. (See the 'Editing test sessions' folder in the online help files or the User Manual Section 8.1.3)

4.3 Logging into a test

- 1 Students should be advised to open an Internet Explorer window and go to the **School Server homepage** (see Figure 4.10).

For quick access it is a good idea to have the School Server homepage saved as a favourite or a shortcut on the desk top of each work station.

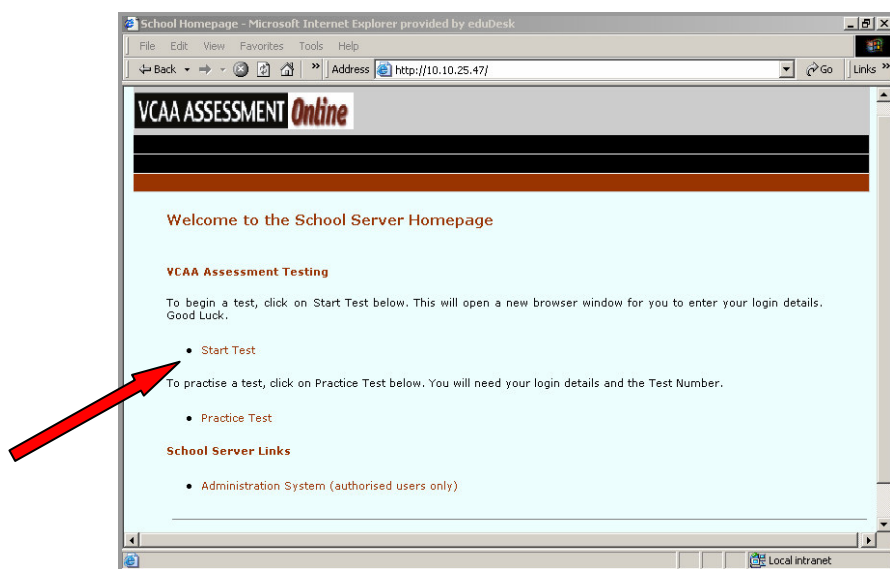


Figure 4.10 School Server home page

- 2 Students should left click on the **Start Test** link.
- 3 You will need to provide the students with the **Session Key** that you have created for the test you wish to administer - from the section on 'Creating a Test Session'.

Other information that students will need in order to log in and complete the test is their **Student Code** and their **Day** and **Month of Birth** (see Figure 4.11). *For Government schools, the Student Code is the student's CASES ID.*

Figure 4.11 Student login screen

- 4 Once they have entered the required details, the student should left click on the **[Login]** button. The student's details will be displayed and the student will need to confirm that this is correct before proceeding with the test (see Figure 4.12).

Figure 4.12 Student confirmation screen

Problems starting the test?

- Check pop-up blockers are disabled.
- Check that ActiveX controls are enabled.
- If using Windows XP with Service Pack 2, check that additional set up has been completed. Refer to the helpdesk for advice on this.

4.4 Completing a Linear Test

Things to know about Linear Tests:

- A linear test is a test which has a set number of questions. Each student sees the same set of questions and they are presented to every student in the same order.
- When students sit a linear test, they will have a **[Next Question]**, **[Previous Question]**, and a **[Summary List]** button from which they can navigate their way through the test (see Figure 4.13).
- A score can be displayed to the student at the end of the test if this option has been selected when the Session Key was created (see the User Manual or the Online help pages for further details).

Here are the credit card accounts for four people.

Andrew	-\$135
Bev	-\$123
Carl	-\$150
Diane	-\$126

Which person owes the least amount of money on their credit card account?

[Click on the correct answer.](#)

A. ☐ Andrew B. ☐ Bev C. ☐ Carl D. ☐ Diane

Question No: 5 [Previous Question](#) [Summary List](#) [Next Question](#) VCAA Ref: 18210

Figure 4.13 Linear Test view

4.5 Completing an Adaptive Test

Things to know about Adaptive Tests:

- An adaptive test is a test of a student's ability. Each student is presented with a set of questions and depending on how they answer the questions, the next set of questions they are presented with will be of either a higher or a lower level of difficulty. As the student progresses through the test they will be presented with a unique variety of questions to suit their ability.
- Due to the nature of adaptive tests, it is NOT possible to go back to previous questions to change or review responses. Students can only move forward to the next question (see Figure 4.14).

- Each question is timed. A warning is presented on the screen 10 seconds before the time expires (see Figure 4.14).
- If a student skips a question or the question times out before they have given a response, then that question will be marked as incorrect.

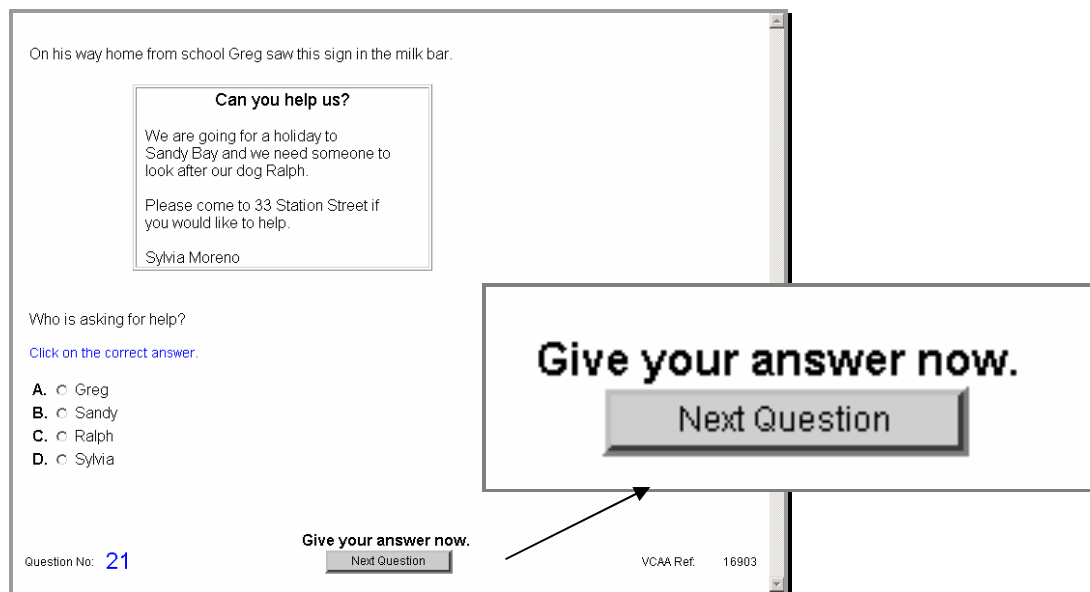


Figure 4.14 Adaptive test view

4.6 Interrupting a test

Tests can be temporarily or permanently stopped by teachers if required. To do this:

- 1 On the student's workstation as they are sitting the test, press the <Ctrl> and <K> keys on the key board at the same time.
- 2 An administration login window will appear (see Figure 4.15). Enter your own username and password in the fields and left click on the **[Login]** button.

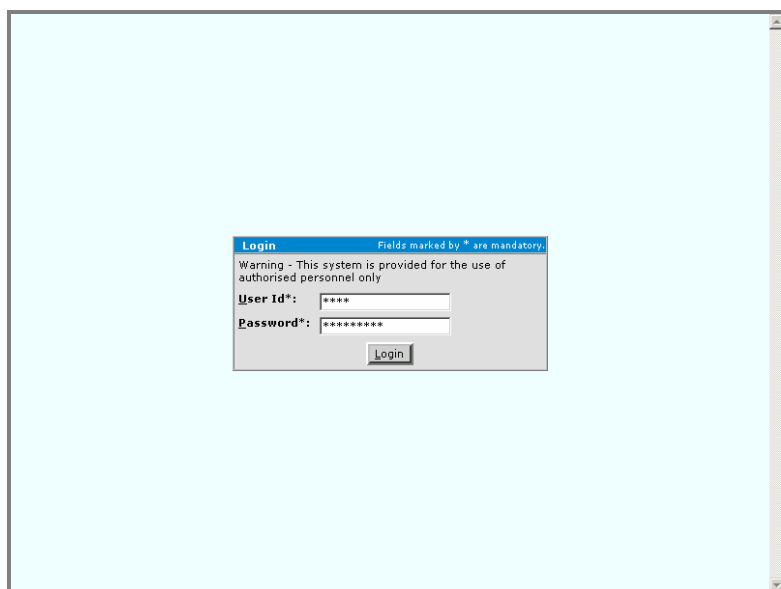


Figure 4.15 Administration Login page for interrupting tests

- 3 The **Student Test Administration** window will appear (see Figure 4.16) where you can make one of the following selections:

- **[Pause]** – will temporarily pause the test and any associated timers. The student can click on the **[Continue]** button on the screen when they return, to resume from the last question they were at.
- **[End Test]** – will end the session and save all responses that the student has completed up to this point.

***Note:** It is recommended that the **END TEST** feature is **NOT** used for **Adaptive tests**. Students need to complete all questions of an Adaptive test in order to generate a valid score.*

- **[Cancel Session]** – will end the session but will **NOT** save any of the responses that the student has completed.

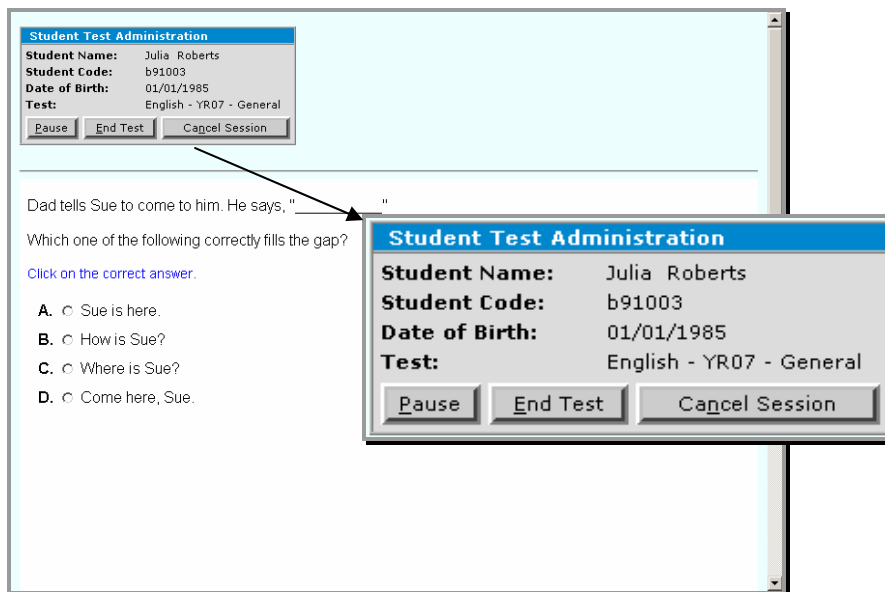


Figure 4.16 Student Test Administration window

4.7 Generating Reports

It is possible to generate reports immediately after students have completed tests.

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 4.17).

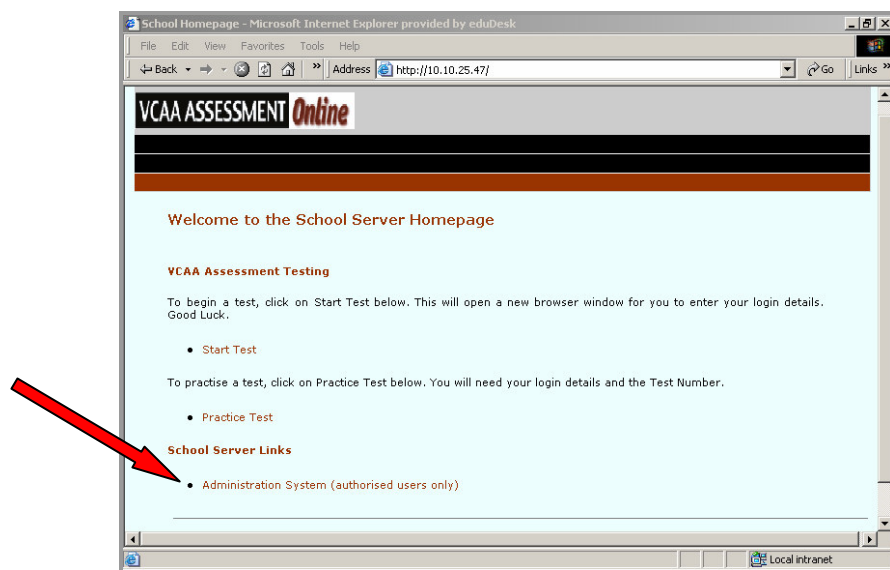


Figure 4.17 VCAA Assessment Online home page

- 2 From the **Home** menu, left click on the **Reports** menu. This will open a **Reports Parameter** screen in a new window (see Figure 4.18). *You can choose to maximise this window if required.*

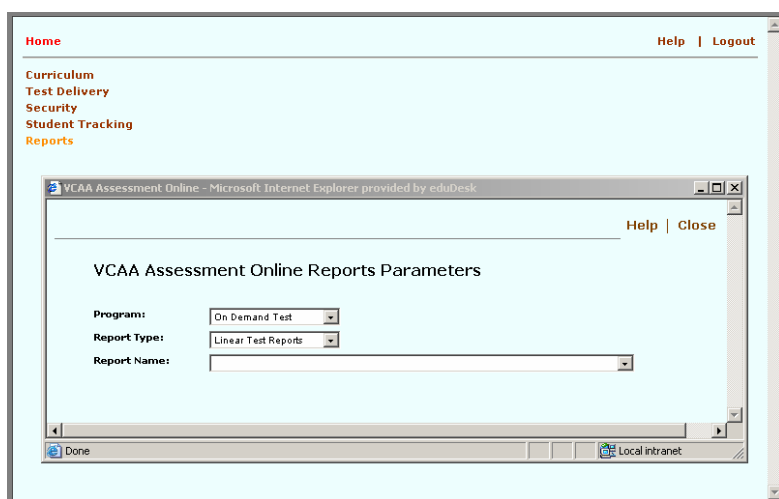


Figure 4.18 Report Parameters window

- 3 Select the **Report Type** depending on the type of test you wish to view results for - Linear or Adaptive (see Figure 4.19).

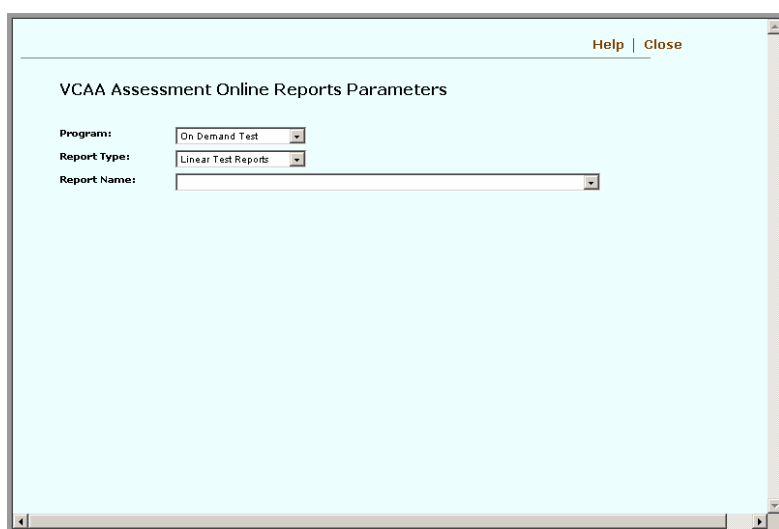


Figure 4.19 Maximized Report Parameters window

- 4 Select a **Report Name** from the list (see Figure 4.19). This will display a Selection Criteria window (see Figure 4.20).

Figure 4.20 Selection Criteria window

- 5 Enter the Test Number then either press the **[Enter]** key on your keyboard or left mouse click to enable the other options for selection (see Figure 4.20).

- 6 Make further selections from the **Selection Criteria** options to narrow down to the data and result you wish to view. For instance, you may want to run the report for a particular Home Group or Year Level (see Figure 4.21).

Figure 4.21 Selection Criteria window with parameters selected

- 7 Left click on the **[Preview Report]** button. The Report page will open in a new window (see Figure 4.22).

Standard Level	Student ID	Test Date	Number of Questions	% Correct	Total Score
4	002	21/11/2006 11:29:11 AM	7	71.4	17
5	B91004	26/10/2006 5:53:50 PM	7	100.0	15
6	B91006	26/10/2006 6:05:59 PM	7	42.9	9
	B91001	26/10/2006 5:50:41 PM	7	0	4
	B91010	21/11/2006 11:47:57 AM	7	100.0	25
	B91012	21/11/2006 11:51:33 AM	7	100.0	22
	B91007	21/11/2006 11:31:49 AM	7	100.0	20
	B91009	21/11/2006 11:35:57 AM	7	85.7	19
	B91011	21/11/2006 11:50:00 AM	7	100.0	22
	B91008	21/11/2006 11:33:47 AM	7	100.0	20
	B91005	26/10/2006 6:01:40 PM	7	71.4	11
Average					16.725

Figure 4.22 Preview Report window

- 8 To print reports, left click on the **Print** link to open a Print Dialogue box. You may need to change the print orientation to Landscape. The **Print** link can be found in the top right corner of the Preview Report window (see Figure 4.22).
- 9 Reports can also be exported into a Word document. Left click on the **Export** link. The **Export** link can be found in the top right corner of the Preview Report window (see Figure 4.22).
- 10 When you have finished, left click on the **Close** link to close the report page before you select another report to preview. The **Close** link can be found in the top right corner of the Preview Report window (see Figure 4.22).

Problems generating reports?

*If you cannot display the Report Parameters window or the Preview Report window, you may need to check that **pop-up blockers** have been disabled for this site. Refer to the helpdesk if you require assistance with this.*